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FILED

RETURN TO

RECORDS SERVICES DIVISION

22 April 1954

Chief, Management Staff

Chief, Records Management Division

Weekly Report - Week ending 21 April 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 14 April 1954 Projects in Process 21

This Week: Projects in Process 20

Added during Week: 0
Completed during Week: 1
Change I

PROJECT COMPLETED DURING WEEK

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

Referenced records have been transferred to the Agency Records Center. Project completed.

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Development of the Vital Materials Deposit Schedule has been delayed because of difficulty in arranging a meeting with the Medical Office representative. Project approximately 75% complete.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

174 describable items covering 804 linear feet of records have been listed. Preliminary appraisals have been made. Project approximately 24% complete.

Project 4-78 - Records Management Survey, Office of General Counsel

Schedule for the deposit of Vital Materials has been prepared. Report is now ready for submission. Project is approximately 98% complete.

Project 4-79 - Records Management Survey, FBID

Filing systems installed and inactive material removed from the following offices: Chief of the Division, Administrative Officer, Liaison Officer, Library, Field Stations and Engineering. The analysts are now working in the [redacted] installing the new filing system and eliminating inactive records. Project is approximately 68% complete.

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Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 5% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 85% complete.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [] 25X1

Final clearance is needed from DD/P to complete project. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Review of schedule for ORR was completed in collaboration with the Emergency Planning Officer. A request is being submitted to ORR for their reproduction requirements for maps on deposit at the Repository.

As the result of arrangements made with the Office of the Comptroller, the depositing of Form 3344, Payroll Data Card, has been eliminated. This requirement is taken care of by the use of microfilming of the CSC Form 2806, Time and Record Card and the Total Earnings To Date Card.

An up-to-date schedule for the Office of the General Counsel has been completed and agreed upon by that Office. Project is approximately 73% complete.

Project 4-84 - Vital Materials Microfilm Projects

Filming of records in OCD/BR dossiers is 26% complete.

Filming in OSI completed.

Filming in Personnel Office delayed at the request of that Office until 5 May.

Project 4-85 - FI Information Reports

Second set of proofs have been received from the printer and are being corrected. Specifications continue to be written for the combination record copy-offset master set. Project approximately 35% complete.

Project 4-86 - Forms Index

Index is in final stage of clearance. Before the Index is sent to Reproduction, copies will be submitted to Area Records Officers for review. Project is approximately 54% complete.

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Project 4-91 - Review of Records Management Program, Logistics Office

A review is being made of the reading files of the Office of the Chief and Deputy Chief covering the last three months. Repetitive correspondence which is appropriate to form letter and pattern paragraph replies have been identified.

Project 4-94 - Office of Comptroller Reports Management Program

No change from previous report. Project is approximately 10% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is approximately 2½% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is approximately 25% complete.

Project 4-98 - Correspondence Handbook

Comments on the Handbook from all coordinating elements but the Inspector General have been received and card indexed. It is estimated that only 5% of these comments will require reconciliation with coordinating elements. Revisions to the Handbook based upon the remaining 95% are being effected at a rapid rate. Project is approximately 70% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No change from previous report. Project is approximately 10% complete.

General Information:

1. Records Center:

Additional discussions were held with the architect in connection with development of detailed plans and specifications for the construction of the new Records Center.

Five safe-type cabinets of TS material were transferred to the Records Center by the TS Control Officer.

529 Archives boxes, representing approximately 200 cu. ft. of records pertaining to the Office of Communications, were received.

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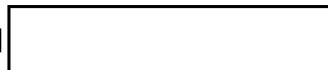
14 cu. ft. of X-rays, formerly retained in the R & S Building Archives, were transferred to the Records Center by the Medical Office. It is understood that these probably pertain to the OSS program.

Accessioning of records continues at the rate of more than one job per day. Total accessions to date - 127.

2. Forms Management:

Publicity material in the form of drafts of posters, stressing conservation in utilization of forms, have been prepared. 17 requests for new, revised, reprinted or overprinted forms were received.

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Report for week ending 21 April 1954 from
FORMS MANAGEMENT BRANCH

25X1 Project 4-85 - ☐ Information Reports

Second set of proofs have been received from the printer and are being corrected. Specifications continue to be written for the combination record copy-offset master set.

Project 4-86 - Forms Index

Correction of first run data completed. Review of administrative issuances completed and reference number inserted. Area Records Officers have been polled for requirements for run off copies of the first draft. 150 copies of the numerical listing will be run and distributed to Area Records Officers for review, correction and co-ordination. All material has been returned to Machine Records Division to commence this run.

Project 4-95 - Forms Management Handbook

No action this week.

Project 4-103 - Preparation of Final-type Copy by Forms Management Branch

No action this week.

Study of Stocked Forms Supply System

Initial draft of three posters, stressing conservation in utilization of forms, were received from Graphics/ORR. Minor improvements were made and they were referred to ☐ for his approval.

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☐ Information Reports

Formal request for procurement of the ☐ Information Reports form has been received from ☐ Specifications and requirements were discussed with Mr. Sando resulting in the elimination of one part for ☐ and the possible elimination of an ozalid master and substitution of a tissue record copy. Tests are now being conducted to determine suitability of 9 pound sulphite paper for occasional ozalid reproduction. On satisfactory completion of tests, specifications will be drafted and procurement started.

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No change in status.

This was tried for the first few months the ozalid system was in use in the Rec Center. neither standard brown or light weight sulphite gave consistently satisfactory results.

*Armed
F. G. H.*

23 April, 54

Employee Suggestion #799 - Multiple Copy Carbonless Form Paper

A interim reply has been made to the suggestion committee advising that there will be some delay in a final decision pending receipt of samples, additional technical data, conduction of tests and further development of production facilities by the manufacturer.

Standardization of Forms and Procedures, Class A Finance Offices

25X1 P&RD/LO completed preparation of final-type copy; [redacted] 25X1
25X1 [redacted] inspected changes and made final corrections 16 April.

Air Raid Emergency Plan

25X1 [redacted] has been designated Building Warden and charged with developing a revised Air Raid Emergency Plan and rebuilding the Building Warden organization.

Summary of Individual Forms Actions

No. of Requisitions		No. of Copies
New	2	46,000
Revisions	7	45,600
Reprints	8	18,500
Totals	17	110,100

Obsolete Forms: 1

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Report for week ending 21 April 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office,
(Correspondence Management Phase)

Analyzed reading files of the Chief and Deputy Chief of Logistics covering approximately three months. Repetitive correspondence appropriate to form letter and pattern paragraph treatment were card indexed. Requirements for reports were likewise recorded.

Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report. Project is approximately 10% complete.

Project 4-98 - Correspondence Handbook

Comments on the Handbook from all coordinating elements but the Inspector General have been received and card indexed. It is estimated that only 5% of these comments will require reconciliation with coordinating elements. Revisions to the Handbook based upon the remaining 95% are being effected at a rapid rate. Project is about 70% complete.

General Information

- a. Completed the evaluations of Employee Suggestions 801 and 817, dealing with Dele-E-Tape correction fluid and EZERASE stationery, respectively.
- b. Questions regarding the Agency-wide use of Letterex were resolved with Regulations Control Staff. On the basis of our discussion the Chief of Regulations Control Staff resubmitted a revised proposed Agency Notice for authentication by the Acting Deputy Director (Administration).

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Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 21 April 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

174 describable items covering 804 linear feet of records
have been listed. Preliminary appraisals have been made.

Project 4-78 - Records Management Survey, Office of General Counsel

Report has been submitted.

Project 4-91 - Records Management Program, Logistics Office

No change from previous report.

Project 4-92 - Acquisition of Records from the Securities and
Exchange Commission

Referenced records have been transferred to the Agency.

Project 4-97 - Records Disposition Handbook

No change from previous report.

Foreign Documents Division

23 describable items covering 221 linear feet of records have
been listed. Preliminary appraisals have been made.

Audit Office

18 describable items covering 61 feet of records have been
listed. Preliminary appraisals have been made.

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Report of the RECORDS CENTER for the week ending 20 April 1954

Met with Mr. E. O. Alldredge, National Archives and Records Service, and discussed the design and cost of incinerators used for the destruction of records. Mr. Alldredge furnished a photograph and description of the incinerator installed at the Federal Records Center, Seattle, Washington at a cost of \$900. The photo and descriptive material were turned over to

25X1

No word has been received from the Departments of the Army or Airforce concerning the volume of JANIS materials held by those services.

The Center has received 5 safe-type file cabinets of TS material from TSC/OCD. This is the first of 12 cabinets that are scheduled for delivery here.

25X1 Five hundred twenty-nine Archives boxes were picked up from the Archives in R & S Building. These are Office of Communication records; and [] is checking with the Commo ARO in order to obtain Records Retirement Requests from that office.

Medical has had 14 cubic feet of x-rays transferred from the Archives in R & S Building to the Records Center. These x-rays date back into the days of OSS.

The forty-two cubic feet of Securities and Exchange Commission records were accessioned from the Federal Records Center during the week. They are being held in the Center pending instructions from IR/OCD as to final disposition.

Records Retirement Requests are still being received into the Center at a rate of more than one per calendar day.

During this week the following accessions were received:

Logistics	13 cubic feet
Personnel	6
Medical	14
Comptroller	2
	<hr/> 35 cubic feet

The Commo accessioning job has not yet been closed. It will be reported on in the next period.

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Report for week ending 21 April 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No action this week. Project approximately 75% complete. -
The development of the Vital Material Deposit Schedule is
still being delayed because [] has not been able to 25X1
meet with us to date.

Project 4-79 - Records Management Survey, FBID

Installation of the Records Management Program in FBID is
continuing. Project is approximately 68% complete. - To date
inactive material has been removed and forwarded to the
Records Center and filing systems installed in the files of
the Chief of the Division, Administrative Officer, the Liaison
Officer, Library, Field Operations Staff and Engineering Staff.
The analysts are working this week in the [] 25X1
25X1 [] They have approximately 30 cabinets of material and
from initial discussions, it appears that a special adaption of
the filing system will have to be developed to meet their
requirements. Five feet of records were transferred to the
Records Center from the files of the Engineering Staff.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

Project 4-81 - Security Desk Trays

No change from previous report.

Project 4-82 - Handbook for the Subject Classification and
Filing of Correspondence Records - [] 25X1

No change from previous report. Project approximately 97%
complete. - It was previously assumed that DD/P had concurred
in the File Manual following our submission to them of the
changes which they had agreed to. In the past week, a phone
call was made to confirm this, but we were informed that further
revision was being requested and was at present in the office
25X1 [] for review.

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Project 4-83 - Vital Materials Deposit Schedules for all Offices

Following a discussion with [redacted] 25X1
Officer, memorandum was forwarded to the Office of Research and Reports requesting that they submit a statement of their printing requirements for maps. This statement would be used as a basis for making available the necessary printing equipment.

Agreement has now been reached with the Area Records Officer of the Office of the Comptroller to deposit the "Total Earnings To Date Card" in lieu of microfilming the CSC-2806, Retirement Record Card. *and JTD 33044 and [unclear]*

In the report of 17 March, it was stated that IBM cabinets on back order would be available by 18 April. We are now informed by the Logistics Office that the vendor has postponed delivery until 7 May.

As stated in last week's report, we were requested to postpone completion of the microfilming of approximately 40% of the records to be filmed this quarter in the Personnel Office because of the volume of current references being made. Mr. 25X1 [redacted] now requested further postponement until 5 May. Mr. Area Records Officer, states that extensive changes are being made in the files, and any filming done at this time would be of little value.

The Vital Materials Deposit Schedule for the Office of the General Counsel has been signed by [redacted] and forwarded to this office. 25X1

Project 4-84 - Vital Materials Microfilm Projects

OCD/BR - The filming of the BR dossiers is approximately 26% complete.

OSI - Filming in OSI has been completed according to schedule.

General Information

Informal agreement was reached with [redacted] 25X1
of Logistics Office on revision to the proposed Printing and Reproduction Regulation. The revision concerned microfilm equipment and services.

25X1 [redacted]

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